

For Official Use Only

NATIONAL SECURITY INFORMATION

ANNUAL SECURITY CONTAINER INSPECTION

MEMORANDUM FOR THE RECORD

This memorandum, thereby, acknowledges as the NSI custodian, I have successfully completed the annual National Security Container Inspection. I fully understand my responsibilities in the protection of National Security Information (Classified Information) and the management of security containers.

The following areas were covered:

- \$ Identification of Eastern Regional Security Points of Contact
- \$ Proper Storage and Container Requirement
- \$ Accountability and Control of Classified Materials & Storage Equipment (SF-700, SF-702, Open/Close Sign, CD-481)
- \$ Container Clean Out Procedures
- \$ Destruction Requirements for Classified Materials
- \$ Proper Marking of Documents
- \$ Requirement for Classified Working Papers
- \$ Document Cover Sheets & Classified Diskettes and other Media Sticker Requirement
- \$ Storage of Classified Materials
- \$ Combination Change Requirements for Secured Containers (GSA Approved Containers)
- \$ What **NOT** to Store with Classified Information
- \$ End of The Day Checks

DOC/ / /
Organization/Agency

_____/_____
Duty Station City / State

Printed Name

Signature

- -
Social Security Number

_____/_____/_____
Date

Please Fax the completed and signed form of acknowledgment to The Eastern Regional Security Office
Fax (757) 441-3422, Attention Asst. Regional Security Officer...No Cover Sheet Required.
Maintain the original for your records!

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